

**SPRING**

**2017**

# How to...

## Career Workshops

**Tuesday, 2/21/2017**  
**4-5pm, CHCS-211**

### **Prepare for the Job Fair, Applied Tech**

What to expect from a job fair; how to prepare yourself; overview of resume, interviewing, job search and applications.

**Tuesday, 2/28/2017**  
**4-5pm, CHCS-201**

### **Reboot Your Resume**

Learn the common mistakes people make when constructing their resumes; different types of resumes and which is best for you; overview of resume sections.

**Tuesday, 3/7/2017**  
**4-5pm, CHCS-201**

### **Prepare for the Job Fair, Social Science and Government**

What to expect from a job fair; how to prepare yourself; overview of resume, interviewing, job search and applications.

**Wednesday, 3/15/2017**  
**4-5pm, CHCS-201**

### **Ace the Interview**

Overview of common mistakes individuals make during interviews; how to prepare for the interview; sample interview questions; questions to ask; thank you letters; and more.

**Wednesday, 4/5/2017**  
**4-5pm, CHCS-201**

### **Prepare for the Job Fair, Business, Finance, and Marketing**

What to expect from a job fair; how to prepare yourself; overview of resume, interviewing, job search and applications.

**Monday, 4/10/2017**  
**4-5pm, CHCS-211**

### **Prepare for the Job Fair, Medical Lab Technician**

What to expect from a job fair; how to prepare yourself; overview of resume, interviewing, job search and applications.

**Tuesday, 4/25/2017**  
**4-5pm, CHCS-201**

### **Optimize Your Job Search Using the Web**

Learn how to develop a successful online job search. How many job sites do you use? Do you have a strategy? How effective is your strategy? Learn helpful tips to get the most out of each job website.

**Monday, 5/1/2017**  
**4-5pm, CHCS-201**

### **Utilize LinkedIn**

Learn how to build a profile, network with others on a global scale and market yourself professionally in cyberspace.

**Monday, 5/8/2017**  
**4-5pm, CHCS-201**

### **Network Effectively**

Learn about what networking is; who is in your network; how to network and how social media plays an important role.

**JOB & CAREER CENTER**

**Ongoing Mon. - Fri.**  
**Walk-in, CHCS-102**

### **Quickly Start a Resume**

Do you want to put together a resume, but don't know where to start? We can help. Learn the basics of starting a resume. These are mini informational sessions or you can set up a half hour appointment with a job developer.

***Only takes minutes! Individual/Small groups***

